

3A.03.02 Parental Leave – Postpartum Recovery Leave Policy

I. Purpose

To outline Excelsior Academy's provisions for employee Parental Leave and Postpartum Recovery Leave in compliance with federal law and school policy.

II. Eligibility

- A. Entitled leave will be calculated based on the employee's regular work schedule, whether full-time or part-time.

III. Parental Leave

- A. Employees eligible for Parental Leave may take up to fifteen (15) workdays within a single 12-month period following the birth or placement of a child.
 1. Runs concurrently with the Family and Medical Leave Act (FMLA).
 2. Is not deducted from Paid Time Off (PTO).
 3. Runs consecutively with Postpartum Recovery Leave for eligible birth mothers.
 4. Does not increase in cases of multiple births or adoptions.
 5. Is not paid out upon separation of employment.

IV. Postpartum Recovery Leave

- A. Leave-eligible birth mothers are granted fifteen (15) workdays within a single 12-month period beginning on the day of birth, unless a healthcare provider certifies an earlier start date.
 1. Runs concurrently with FMLA.
 2. Is not deducted from PTO.
 3. Runs consecutively with Parental Leave for eligible birth mothers.
 4. Is not paid out upon separation of employment.
- B. An employee who experiences a stillbirth or miscarriage at 20 weeks of gestation or later is eligible for Parental Leave under this policy.

Policy Review Schedule:

Document History:

Date Adopted: